

CERTIFICATION - STAFF

INSTRUCTIONS FOR COMPLETION: FILL IN ALL BLANKS, AS APPROPRIATE. THIS FORM IS TO BE SIGNED BY STAFF MEMBERS COMPLETING A SEARCH FOR RESPONSIVE RECORDS.

The undersigned, on the staff of the _____, _____, of the Fish and Wildlife Service does hereby
(Title) (Region/Office)
certify to the _____, that:
(Regional Director, Assistant Director, Office Chief)

1. The undersigned has reviewed the request from _____, _____,
(Name) (Title and Name of Committee)
_____, dated _____, which asks for _____
(Describe requested records)
_____.

2. The undersigned reviewed the certification checklist and the undersigned has (i) undertaken a good faith search for all records within the undersigned-s possession or control, including each category of record listed on the attached checklist, (ii) answered accurately and completely all questions posed on such checklist and (iii) attached an accurate and complete signed copy of the checklist to this certification.

3. CIRCLE THE APPROPRIATE ALTERNATIVE:

The undersigned believes or has reason to believe that the records produced with this certification constitute all records responsive to the request within the possession or control of the undersigned.

OR

The undersigned believes or has reason to believe that there are no records responsive to the request within the possession or control of the undersigned, and, accordingly, has not produced any records.

4. The following is information needed to calculate the costs associated with performing the search for and production of records in this Region/Office:

Number of pages duplicated _____ Total Cost: \$ _____

Cost for overnight mail \$ _____

Hours/Grades of Individuals Performing Work:	GRADE LEVEL	NUMBER OF HOURS	TOTAL COST
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

SIGNATURE

PRINTED/TYPED NAME AND TITLE

DATE